

ALFA on the Move: Literally & Figuratively

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GENIVAR ALFA SUPPORT IS MOVING

On Friday July 20, 2012, your ALFA support team is moving to a new building. GENIVAR is merging 150 staff from 5 Ottawa area offices into one new building. Our new address is:

**GENIVAR Inc.
2611 Queensview Drive, Suite 300
Ottawa, ON K2B 8K2**

Our phone number will also be changing but for now, you just need to take note of our new extensions. Starting Monday July 23, 2012, we can be reached at:

**Extension 19182 for Robert Paris
Extension 19181 for Eric Renaud**

Should there be any difficulties reaching us by phone, you can always contact us by email at alfa.support@genivar.com.

SMALL IMPROVEMENTS TO ALFA'S GUI

A series of small improvements were recently made to ALFA. The goal of these small improvements was to improve ALFA's user interface and functionality. The improvements will be available to our users in our next release scheduled for August 1, 2012. Here are of some of these improvements:

Database Forms Can Now Be Resized and Maximized

The 5 database forms (e.g. Canadian and US Aircraft Registries) can now be resized and maximized to allow you to see more records and more information. For the air carrier, aircraft type and airport forms the grid filter is defaulted to show when the form is opened. This minor tweak should speed your searches.



Figure 1: Finishing touches on GENIVAR's new Ottawa office

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Task Form Re-Dimensioned

In the ReCharge module, when viewing tasks, we have re-dimensioned the task list form to be able to see all columns of information and more tasks in the form at once.

ReCharge Forms – View Customer Button

In the ReCharges Register and the ReCharge Items Details tabs of the ReCharge Module, we have added a View Customer button to allow you to open the customer form associated with the currently selected ReCharge or ReCharge Item. Figure 2 clearly highlights the location of the new button.

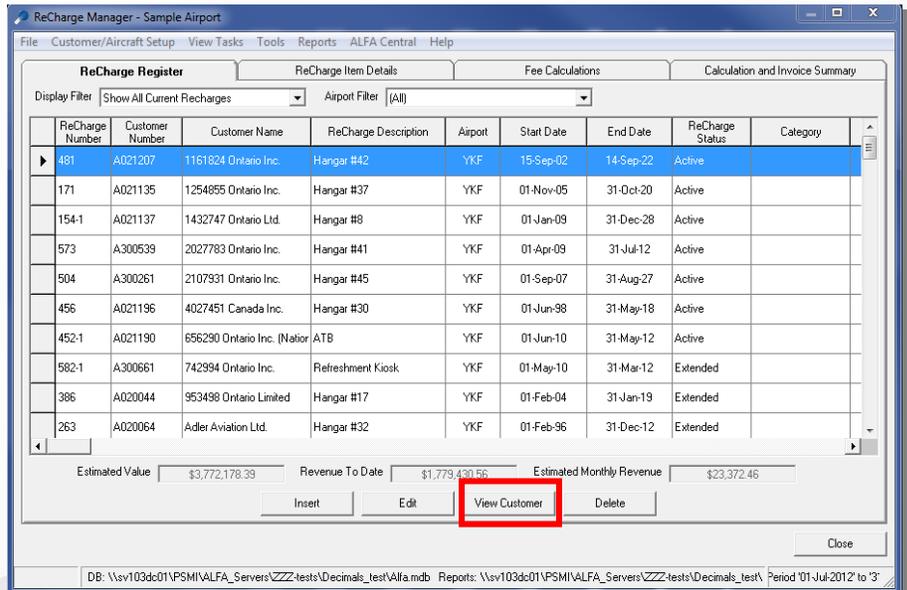


Figure 2: ReCharge Module with View Customer Button

NEW FLEXIBLE DATA ENTRY FORM

GENIVAR Inc. has added a new very flexible feature to ALFA. We can now add customized forms for viewing or editing data in ALFA. Each form is composed of a searchable grid in the top half and fields in the bottom half. What columns are displayed in the top grid and what fields are displayed in the bottom form is customizable by GENIVAR on a client by client basis. Figure 3 shows a Passenger Data Entry form we prepared to speed up data entry of passenger data received from the airlines on paper reports.

The top grid shows available movements for a date range and the bottom fields show the currently selected movement information.

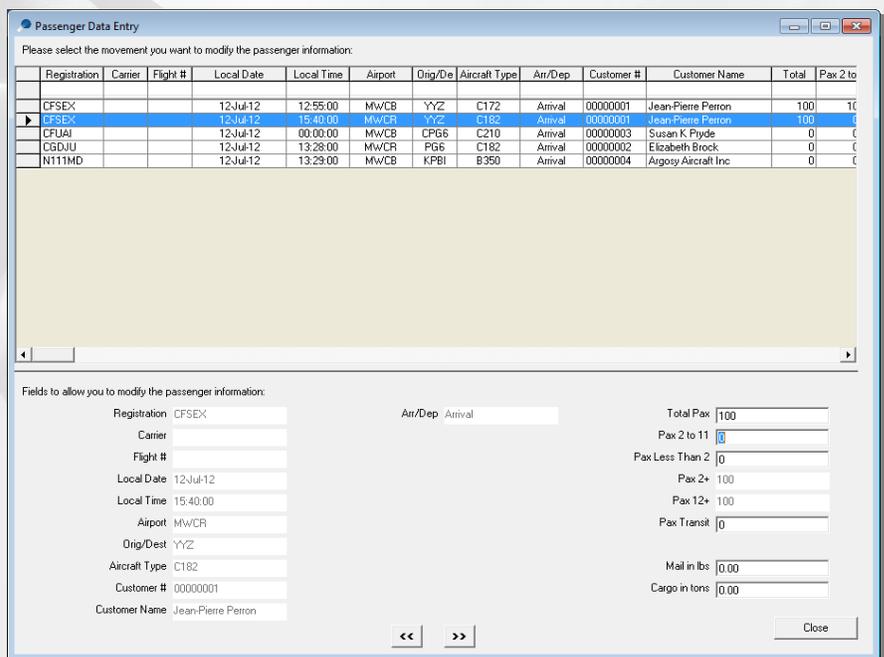


Figure 3: New Flexible Data Entry Form

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The user can type directly into the bottom fields without opening another window. Fields in the bottom section are configurable and can be either read-only or modifiable. The modified data can be either saved directly in the current record or require a confirmation before saving it. The form also supports calculated fields that are refreshed automatically when relevant fields are modified. The Passenger Data Entry form is only one example of the potential of this new feature. Please call us to discuss your ideas of data entry forms or even just data views.

QUICK TIP – CREATING AN ALFA USER ACCOUNT FOR EACH ALFA USER

In airports where there are multiple ALFA users, we recommend setting up an ALFA user account for each user. This approach has three main benefits:

1. The airport authority can setup the permission level for each module per user. The permission level choices are No Access, Read-Only and Unlimited Access.
2. The user password protects his ALFA account to prevent unauthorized access of ALFA.
3. ALFA logs the user performing invoice commitments and accounting exports.

Setting up an ALFA user account can be done in 3 simple steps.

1. Begin by logging into ALFA with an administrator account. Then go to the Tools menu and select Users.
2. The Users form appears. The first tab as shown in Figure 5 **Error! Reference source not found.** allows you to type the user name and press Add New User to create it in ALFA.
3. The second tab as shown in Figure 5, allows you to set the permission level for that user for each module. When done setting the permission levels, press Save button to save any changes.

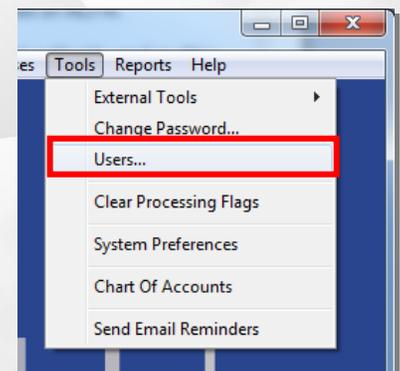


Figure 4: Step 1

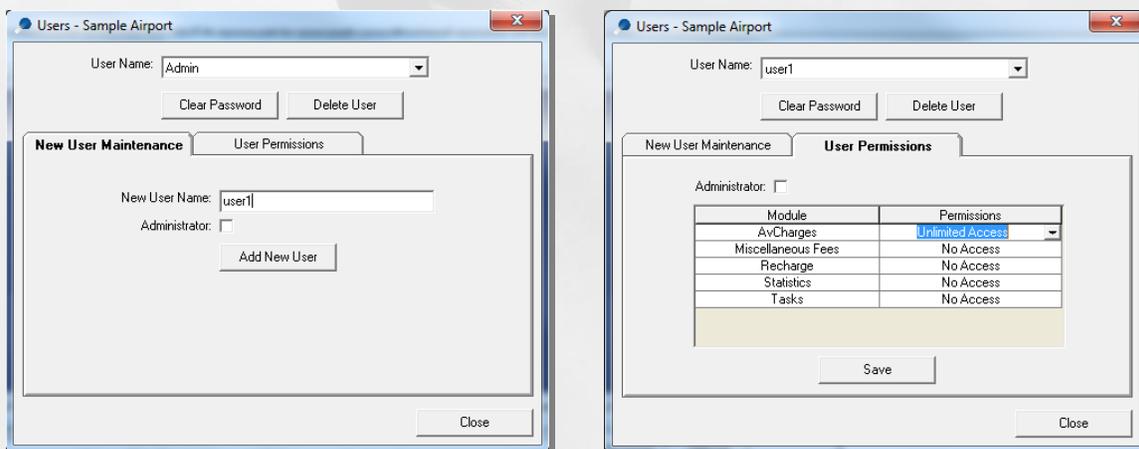


Figure 5: Steps 2 and 3